

PowerPoint 2000: Introduction level 1

Course length: 1 day

Prerequisites: Windows 95/98/NT 4.0 Introduction or equivalent knowledge.

Upon successful completion of this course, students will be able to start the PowerPoint program, identify on-screen features, and navigate through a presentation; create and edit bullet slides; use PowerPoint's drawing tools to create a slide; incorporate clip art and WordArt objects in a slide; create and enhance organization charts, and create and edit charts by using Microsoft Graph; change the overall appearance of a presentation by using design templates and the Slide Master; run a slide show, become familiar with slide show options and add notes to a slide; preview and save a PowerPoint presentation as a Web page and open a locally stored presentation in Internet Explorer.

Course content:

Lesson 1: Introduction to PowerPoint

- Starting PowerPoint and opening a presentation
- Orientation to the PowerPoint presentation screen
- Orientation to views

Lesson 2: Beginning a Presentation

- Creating a title and bullet slide
- Creating a slide in Outline view
- Editing slides; Spelling

Lesson 3: Drawing Tools

- Working with drawing tools
- Working with text and drawn objects
- Enhancing drawn objects

Lesson 4: Clip art and WordArt

- Using clip art
- Inserting a table
- Using WordArt

Lesson 5: Organization Charts and Microsoft Graph

- Creating an organization chart
- Organization-chart options
- Orientation to Microsoft Graph

Editing a column chart

Lesson 6: Templates and the Slide Master

- Selecting and applying a template
- Changing text & bullets in Slide Master
- Removing Slide Master objects and adding a footer

Lesson 7: Slide Shows, Output, and Presentation Options

- Slide show options
- Adding transitions and animation to a slide show
- Running a manual and an automatic slide show
- Working with speaker notes
- Printing a presentation

Lesson 8: Saving Presentations for Internet Viewing and Delivery

- Using HTML as a PowerPoint file format